



219 North Main Street, Suite 402  
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## Informal Procurement Process (“3 Bids and a Buy”)

*This method is allowed for purchases that fall under the State of Vermont small purchase threshold of \$25,000, or your local small purchase threshold, whichever is lower. Prices can be verbal quotes from the vendor, posted prices found in promotional materials, catalogs, or stores, or written estimates provided by the vendor.*

**Item/Product:** \_\_\_\_\_

**Specifications for Product (for example: quantity, pack size, product quality or grade, color, ripeness):**

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**Additional Vendor Requirements (for example: delivery times, customer service requirements, food safety plan requirements, insurance, farm or state identification, farm field trips, Buy American\*, etc.):**

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### List bids from 3 vendors:

Vendor 1:

Vendor Name: \_\_\_\_\_ Date Contacted: \_\_\_\_\_

Quoted Price: \$ \_\_\_\_\_ Met all additional requirements? YES NO

Vendor 2:

Vendor Name: \_\_\_\_\_ Date Contacted: \_\_\_\_\_

Quoted Price: \$ \_\_\_\_\_ Met all additional requirements? YES NO

Vendor 3:

Vendor Name: \_\_\_\_\_ Date Contacted: \_\_\_\_\_

Quoted Price: \$ \_\_\_\_\_ Met all additional requirements? YES NO

**CHOSEN VENDOR NAME:** \_\_\_\_\_

\_\_\_\_\_  
Food Service Manager Signature

\_\_\_\_\_  
Date

\*Don't forget to include "Buy American" Compliance with your procurements. Even if your SFA's definition is "local," is Vermont + 30 miles, local should not include products grown outside of the United States.

This institution is an equal opportunity provider.